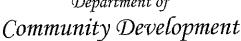


Town Of Chatham Department of





261 GEORGE RYDER ROAD

CHATHAM, MA 02633

TELEPHONE (508) 945-5168

FAX (508) 945-5163

MEMORANDUM

DATE:

February 3, 2011

TO:

William G. Hinchey, Town Manager

FROM:

Terry Whalen, Principal Planner

RE:

Joint Board of Selectmen / Planning Board Meeting

For the upcoming joint meeting of the Board of Selectmen (BOS) and the Planning Board (PB) on February 8, 2011, attached for the Board's information and to provide a chronological context, please find the following meeting minute excerpts and memos related to zoning rewrite activities since dropping the public subcommittee approach concept in the early spring of 2010:

- 04/13/10 BOS Minutes Excerpt
- 04/30/10 Staff Memo to PB
- 05/04/10 PB Minutes Excerpt
- 07/27/10 PB Minutes Excerpt
- 08/24/10 Staff Memo to PB
- 10/12/10 PB Minutes Excerpt
- 10/26/10 PB Minutes Excerpt
- 11/09/10 PB Minutes Excerpt
- 01/19/11 Staff Memo to PB

This information will also be placed on the Town's Website on the Zoning Bylaw Rewrite Page (http://www.chatham-ma.gov/Public Documents/ChathamMA CommDev/zoning rewrite). you need any additional information please do not hesitate to contact me.

cc:

Planning Board

Kevin McDonald, Director of Community Development

Lynn Thatcher, Assistant Planner

Michele Clarke, Planning Board Secretary

Board of Selectmen Meeting Minutes Excerpt April 13, 2010



Zoning Discussion/Site Plan, Non-Conforming

Mr. Sussman noted that efforts to attract a sufficient number of candidates for the Zoning Bylaw Revision and Planning and Visualization Committees have been unsuccessful. The Board discussed where to go from here. Ms. Seldin suggested starting with visualization of West Chatham and then deciding which zoning bylaws would need to be put in place to achieve that vision. She suggested using the services of the traffic engineer already working in that area and the Cape Cod Commission for visualization purposes. Town Planner Terry Whalen indicated that the Commission has offered in-kind support for visualization services and that there are grant funds available that could be used for technical assistance but must be expended by the end of 2010. There was consensus that Mr. Whalen come back to the Board at the April 27th meeting with a draft scope for Board review before submission of the grant application by the April 30th deadline. On a motion by Summers, seconded by Seldin, the Board voted unanimously to engage the County in any and all resources available for the purposes of visualization for West Chatham.

The Board discussed the next step to address site plan review and non-conforming residential properties and residential special permits. Discussion included the need to determine a sense of the community and how that could be accomplished. Planning Board Chairman Mark Zibrat indicated that his Board has been waiting for direction from the Board of Selectmen and discussed the need to hear from the public and to achieve a general consensus. There was consensus to ask the Planning Board to discuss, in a limited process, the site plan review and non-conforming sections of the Zoning Bylaw to get a consensus of the public and to determine a few key points to be turned over to a professional consultant. Mr. Bergstrom suggested that the Planning Board communicate with the larger community groups in Town for input. Ms. Seldin noted that sewering and a growth neutral policy and any related zoning changes also need to be discussed.

On a motion by Whitcomb, seconded by Seldin, the Board voted unanimously to adjourn at 6:42 p.m.

Respectfully submitted,

Linda Smulligan Recording Clerk



Town of Chatham Department of Community Development



TOWN ANNEX (Mailing Address)

549 MAIN STREET CHATHAM, MA 02633

TELEPHONE (508) 945-5168

FAX (508) 945-5163

MEMORANDUM

DATE:

April 30, 2010

TO:

Planning Board

FROM:

Terry Whalen, Principal Planner

RE:

Zoning Bylaw Revision Discussion

In response to the Board of Selectmen's recent discussion on the direction of Zoning Bylaw Revision activities moving forward by the Planning Board gathering more public input attached for your consideration are two possible approaches. The first approach is more comprehensive in nature and the second focuses on a single-topic with a scaled down, more achievable approach. Staff does not feel that Town has the resources at this time to pursue all these topics simultaneously.

In light of recent developments, including the approval by the Attorney General's Office of the Formula Business Bylaw and the initiation of the construction of the sewer project, staff is recommending the second, single topic approach and focusing on gathering input on the wastewater zoning relationship. The single topic approach could easily be modified for either Site Plan or Non-Conforming if the Planning Board feels those topics should take priority. Staff has invited Alan McClennen (planning consultant) to attend the meeting to share his experience and discuss the possible approaches.

cc:

William G. Hinchey, Town Manager Kevin McDonald, Director of Community Development Alan McClennen, Planning Consultant

Zoning Bylaw Revision MULTI-TOPIC PUBLIC INPUT MEETING

Saturday AM Meeting / 9 to Noon - Community Center's Large Meeting Room

Note: to encourage broad participation meeting notification to include outreach mailings/e-mailings to Town groups/boards/committees, newspaper ads / press releases, Channel 18 announcements and web postings

Proposed Agenda

- General Overview Introduction
 - o Brief Recap of Past Efforts Staff
 - O New Direction from the BOS to Gather More Public Input Facilitator
- Site Plan Review
 - O Current Section "Educational" Presentation Staff
 - O Comprehensive Plan Review List of Applicable Action Items (Handout) Staff
 - O Public Input on Concerns Recommendations for Change Facilitator
- Non-Conforming Uses and Structures
 - O Current Section "Educational" Presentation Staff
 - O Comprehensive Plan-Review List of Applicable Action Items (Handout) Staff
 - o Public Input on Concerns / Recommendations for Change Facilitator
- Wastewater Zoning Relationship
 - O Current Regulations "Educational" Presentation Staff
 - O Development Examples Presentation (Case Studies) Staff
 - Comprehensive Plan Review List of Applicable Action Items (Handout) Staff
 Dublic Input on Concerns Recommendations for Change Facilitator
- Remaining Process After Public Input Meeting(s)
 - O Compile Rublic Input Meeting Notes / Present Results to BOS Facilitator
 - O Determine if Individual Topic Meetings Necessary Planning Board/BOS/Facilitator
 - o Move Forward on Individual Topics (hire outside technical experts as required)
 - Presentation of Bylaw Draft(s) at Milestone Meeting(s) (have drafts available ## weeks in advance of meetings - including Departmental routing)
 - Planning Board Review of Revised Draft(s) based upon Public and Board Comments Received
 - o Continue Forward with Proposed Bylaw Move to 40A Public Hearing
 - Hold Informational Meeting prior to Town Meeting

Zoning Bylaw Revision SINGLE-TOPIC PUBLIC INPUT MEETING

Saturday AM Meeting / 9 to Noon - Community Center's Large Meeting Room

Note: to encourage broad participation meeting notification to include outreach mailings/emailings to Town groups/boards/committees, newspaper ads / press releases, Channel 18 announcements and web postings

Proposed Agenda

- Wastewater Zoning Relationship
 - O Current Regulations "Educational" Presentation Staff
 - Development Examples Presentation (Case Studies) Staff
 - Comprehensive Plan-Review List of Applicable Action Items (Handout) Staff
 - Public Input on Concerns / Recommendations for Change Facilitator
- Remaining Process After Public Input Meeting(s)

 - Compile Public Input Meeting Notes & Present Results to BOS Facilitator Move Forward on Regulatory Changes (hire outside technical experts as required)
 - o Presentation of Bylaw Draft(s) at Milestone Meeting(s) (have drafts available ## weeks in advance of meetings - including Departmental routing)
 - Planning Board Review of Revised Zoning Draft(s) based upon Public and Board Comments Received
 - Continue Forward with Proposed Bylaw Move to 40A Public Hearing
 - Hold Informational Meeting prior to Town Meeting

Town of Chatham Planning Board Minutes May 4, 2010



- Discussion ensued about the possibility of reducing the slope at the rear of the property and the possibility of installing a retaining wall.
- Mr. Whalen will take the Boards comments back to the landscape architect and return at a later date.

Mr. Kaar **moved** and Mr. Zibrat **seconded** to approve a 6 ft privacy fence on the border with the abutters subject to the condition that the project team will hold a meeting with abutters about the height of the fence. Additionally the Board would like to see HBDC review a privacy fence up to 8 ft. in height which will require ZBA approval as well. **6-0-0.**



ZONING BYLAW REWRITE DISCUSSION:

- Mr. Metters referred to a memo included in member packets dated April 30, 2010 from Terry Whalen outlining the possible approaches the Planning Board could take in answer to the BOS recent discussion on the direction of the Zoning Bylaw Revision activities.
- Consultant Alan McClennan was on hand to offer suggestions about the way in which the Board might move forward.
- Also referred to was a letter from Norm Pacun with his thoughts on ways the Board might proceed.
- Subcommittees as opposed to a whole Board approach was vetted.
- Mr. Whalen expressed the need for technical experts as the Board moves through the process.
- Mr. McClennan spoke of the flow neutral issue and the responsibly of the Planning Board to deal with this.
- The possibility of Saturday morning meetings to work on bylaw revisions was proposed. Meetings should be televised to retain transparency through the process.

OTHER BUSINESS:

202 Commerce Park North - Fitzpatrick & Rusavage

• Ms. Thatcher reported to the Board that a certified letter has been sent to the owners and the abutters of the property regarding reopening the site plan review to address areas of concern. This item will be on the June 8, 2010 agenda.

Town of Chatham Planning Board Minutes July 27, 2010

FINAL DRAFT REVIEW 2010 OPEN SPACE AND RECREATION PLAN:

- Terry Whalen was before the Board seeking comment on the plan.
- Mr. Russian commented that more emphasis should be placed on underground storage tank location but overall this is a "good plan".
- Mr. McDonald noted that the additional emphasis may engender funding for future study's and surveys of tank locations.

Mr. Zibrat moved and Mr. Russian seconded to send a positive recommendation of the Open Space Recreational Plan (OSRP) to the Division of Conservation Services. 6-0-0.



ZONING BYLAW DISCUSSION:

Debbie Ecker & John Sweeney presented several areas of concern for Zoning Bylaw revisions with goals resulting in management of growth and development through zoning, compliance with Comprehensive Plan Goal 1.1 and implementation of many of the recommendations made by Kevin McDonald and Margaret Swanson in an April 10, 2001 memorandum from Ms. Swanson to the Planning Board. A summary of the areas of concern was provided. Mr. Sweeney feels that focus on these areas will take care of 80% of the issues that exist and amendments can be "massaged" later if necessary.

- Mr. Gulick found the comments helpful and encouraged all to attend a meeting at the Community Center on July 29, 2010 where a West Chatham Visioning Study Design Charette will be held.
- Mr. Zibrat reminded the Board that the BOS has endorsed the concept of hiring a facilitator to help with the gathering of information relative to the regulation of wastewater flows and a project coordinator to help with the West Chatham corridor visioning project. Mr. Whalen stated that a "memorandum of understanding" has been received from the Cape Cod Commission (CCC) for support services relating to the West Chatham project.
- Mr. Doane suggested that the public bring issues to the Planning Board and then together with Staff the issues can be worked on.
- Mr. McDonald asked the PB to take a "leap of faith" and the "trust" staff to gather information, return to the Board and work together on regulations. All information gathered will be "well vetted".
- Mr. Metters and audience members thanked Ms. Ecker and Mr. Sweeney for the research that they have done.



Town of Chatham Department of Community Development



TOWN ANNEX (Mailing Address)

549 MAIN STREET CHATHAM, MA 02633

TELEPHONE (508) 945-5168

FAX (508) 945-5163

MEMORANDUM

DATE:

August 24, 2010

TO:

Planning Board

FROM:

Community Development Staff

RE:

Zoning Bylaw Rewrite

Following up on the discussion at the July 27, 2010 Planning Board meeting on the Zoning Bylaw this memo is put forward for the Board's consideration as a possible path to make progress on implementing some the items discussed in the short term. The following primary areas of concern were presented by Deborah Ecker and John Sweeney at that meeting:

- 1. Protecting the Route 28/Main Street Corridor from changes of use or density that could be the unintended consequences of extended sewer connections
- 2. Maximizing single family residential and green space between Business Centers
- 3. Deleting the "Flexible Development District" and accomplishing its intentions by designing specifications for development for the specific Business Centers
- 4. Reviewing and adopting worthwhile recommendations from the Connery Report's "Site Plan Review," Section 6;
- 5. Providing an alternative to the Town's maximum building coverage provision by adoption of a floor area ratio instead of the current perimeter measure.
- 6. Revising certain definitions to reflect current conditions and adding new definitions required to implement proposals;
- 7. Implement protections approved at Town Meeting 2001 to preserve the natural landscape of areas contiguous with inland wetlands, the same as the Town provides for coastal areas; and
- 8. Redefining what is permitted by right, by special permit and by variance for proposals to the Zoning Board of Appeals

In an effort to proceed in manner resulting in potential Zoning Articles being ready for the May 2011 Annual Town Meeting, the suggested approach is to prioritize the more straightforward and precise action items and translate those into draft articles for Board / Public collaboration during the fall with public hearings targeted for early winter. This would leave adequate time for "education" and promotion during the spring, leading up to Annual Town Meeting in May 2011. The following groupings identify items that Community Development Department (CDD) staff project should be achievable in the short term (including those with minor modification) and actions that will take longer or are related to other projects:

Short Term Items

- "Site Plan Review," Section 6; As Site Plan Review is generally process and administrative in nature, staff feels completion of this item should be attainable in the short term. Attached is draft of the Planning Board Article not moved at Special Town Meeting dealing with review thresholds and a modified (format) version Connery's Site Plan Review section for consideration as a starting point to move forward on Site Plan Review.
- Revising and Adding New Definitions This is something that can easily be started in the short term, some definitions identified to be revised/added include: Building, Building Area, Building Height, Clearing, Critical Root Zone, Grade Plane, Grading, Hazardous tree, Filling, Mounding and Residential Gross Floor Area.
- Implement Protections to Preserve the Natural Landscape Making technical map/bylaw corrections as necessary to correct deficiencies related to Articles 22 and 23 from ATM 2001 (see attached AG letter). Another potential short term action implementing protections to preserve the natural landscape could include proposing a slightly modified version of "Grading and Clearing" from the Connery Report removing some details not applicable to Chatham and formatted for insertion into Section 6. of the existing Zoning Bylaw (see attached discussion draft) as a new Subsection E.

Other Potential Short term Actions with Minor Modifications

- Deleting the "Flexible Development District" Since the Cape Cod Commission Land Use Visualization Project for West Chatham has just commenced, it may be premature to pursue a complete deletion of Flexible Development Districts at this time, particularly those located in business centers. As opposed to full removal of these Districts, a short term consideration could be to explore removing them from non business centers (e.g., South Chatham, George Ryder Road).
- Alternative to Maximum Building Coverage With the expectation that implementation time frame of the FAR concept will be lengthy a short term approach could be to introduce the concept of variable building coverage in the short run with a detailed FAR proposal to follow at a later time. Or, start working on FAR without the anticipation of bringing a proposal to Town Meeting in 2011.
- Redefining what is permitted by right, by special permit and by variance Building on the Board's earlier work on the Nonconforming section, it is suggested to develop an

article dealing only with the issues of separating use and structures and general conformance to state statute (Sections 5 (B)) to be brought forward to Town Meeting in 2011 as a preliminary step to more comprehensive article on the entire nonconforming section in the future.

Longer Term Items

- Maximizing single family residential and green space between Business Centers While the action to revert existing SB areas R districts is functionally very straightforward, this action should include considerable outreach particularly to existing businesses that would become nonconforming by such an action. As noted above the further discussion of land use in West Chatham Neighborhood/Village area could help inform the Town on another approach to maximize residential and green space between Business Centers.
- Protecting the Route 28/Main Street Corridor from unintended consequences of extended sewer connections This item is part of the broader town wide planning effort to better understand potential growth impacts associated with the wider implementation of sewers throughout Town. The CDD has contracted with planning consultant Alan McClennen, FAICP to assist in setting up and facilitating a General Input meeting on this topic which is targeted to take place in mid-October.

CD Staff would like to recommend that the Board considers these suggestions and that a discussion be scheduled on an upcoming Planning Board agenda on how the Board would like to proceed.

cc: William G. Hinchey, Town Manager
Leonard Sussman, Chair BOS & Planning Board Liaison
Deborah Ecker
John Sweeney

Town of Chatham Planning Board Minutes October 12, 2010



Present: Cory Metters, Chairman; Mark Zibrat, Vice Chairman; John Kaar, Clerk; Tommy Doane, Hank Russian, Bob Dubis and Richard Gulick

Also Present: Assistant Planner, Lynn Thatcher; Principal Planner, Terry Whalen; Planning Board Secretary, Michele Clarke as well as the applicants, their representatives and interested Town residents.

WELCOME:

Mr. Metters welcomed the audience and called the meeting to order at 7:10 pm. This is a regular business meeting as well as a discussion about the direction of the Zoning Bylaw Rewrite with regard to Site Plan Review.



DISCUSSION ITEM: ZONING BYLAW REWRITE – Site Plan Review

This discussion is follow up to the Zoning Bylaw Rewrite memo from Principal Planner Terry Whalen to the Board dated August 24, 2010 and is specifically focused on Site Plan Review.

- Two tracks of review are proposed (i.e. regular review and abbreviated review) depending on the scale of the project. Staff should set parameters to determine which form of review is appropriate.
- More Specific wording and flexibility as well as staff recommendations for waiving criteria were suggested.
- Intense public education is recommended as well as a less complicated (basic information) draft review format is encouraged.
- Discontinued uses should be defined clearly.
- Board members will send suggestions/comments to Mr. Whalen and this
 discussion will continue on October 26, 2010. Mrs. Ecker and Mr.
 Sweeney will attend this meeting.

MINUTES:

Mr. Kaar **moved** and Mr. Doane **seconded** to approve the minutes of September 28, 2010 as amended. 7-0-0

RELEASE OF COVENANT/BOND/STATEMENT OF CONDITIONS:

121 Stony Hill Road – Darrell Coddington the property owner was before the Board to request release of the performance bond in the amount of \$10,100.00.

- Jeff Colby has inspected the site and found that there were items that remain unfinished.
- Mr. Coddington stated that the improvements have now been completed and presented pictures to the Board for their review.

Town of Chatham Planning Board Minutes October 26, 2010



Present: Cory Metters, Chairman; Mark Zibrat, Vice Chairman; John Kaar, Clerk; Tommy Doane, Hank Russian, Bob Dubis and Richard Gulick

Also Present: Director of Community Development, Kevin McDonald; Assistant Planner, Lynn Thatcher; Principal Planner, Terry Whalen; Planning Board Secretary, Michele Clarke as well as the applicants, their representatives and interested Town residents.

WELCOME:

Mr. Metters welcomed the audience and called the meeting to order at 7:15 pm. This is a regular business meeting as well as a discussion with Debbie Ecker and John Sweeney with regard to Site Plan Review.

MINUTES:

Mr. Doane moved and Mr. Russian seconded to approve the minutes of October 12, 2010 as amended. 7-0-0



DISCUSSION ITEM:

ZONING BYLAW REWRITE - Site Plan Review

Debbie Ecker & John Sweeny presented handouts to the Board outlining their suggestions for amendments to the Site Plan Review section of the Zoning Bylaw.

- A complete reworking of Site Plan Review is unnecessary in their opinion and small changes could be ready to present to ATM in May 2011.
- New definitions for building, building area, building height and grade plane were suggested.
- Protections for unwanted growth and for inland wetlands as well as flexibility in the overlay districts were suggested.
- Ms. Ecker expressed a desire to correct the inadequate such as the measurement of building height.
- Erosion control is also of concern. Preservation of natural landscapes is desired.
- New definitions for grading, mounding, filling and clearing are needed.
- Provisions requiring structures to be located in the buildable upland of a lot are needed.
- Mr. McDonald feels that procedural issues do not belong in the Zoning Bylaw as was proposed by Connery and that starting with "something simple" and working thru the current Bylaw was appropriate. He will provide information for the Board for their next meeting regarding grade plane and building height for discussion.
- The Board will review the comments made by Ms. Ecker & Mr. Sweeney and come back with a prioritized list of key elements for discussion.
- Mr. Kaar asked what the Town would need to do to regulate topography.

Town of Chatham Planning Board Minutes October 26, 2010

• The Board thanked Ms. Ecker & Mr. Sweeney for their time and efforts.

Mr. Kaar **moved** and Mr. Doane **seconded** to request that the Community Development Department develop a Site Plan Review bylaw based on appropriate changes to the existing Zoning Bylaw. **7-0-0**.

APPROVAL NOT REQUIRED:

42 Mousehole Lane – Mr. Metters read a letter dated October 26, 2010 from the applicant's representative Attorney Lisa Still. Attorney Still could not be present at the meeting this evening.

- Ms. Thatcher explained that the applicant is proposing to reconfigure lots 1 & 2 of a previously approved Subdivision Plan dated 5/4/09 and revised 5/14/09
- The ANR Plan shows lots 1-A, 2-A and parcel A which is not buildable but is proposed to be combined with the adjoining lot 1-A.
- The existing Statement of Conditions will still apply.

Mr. Zibrat moved and Mr. Doane seconded to endorse the ANR Plan. 6-0-1. Mr. Russian abstained

SITE PLAN REVIEW: Pre-Application

211 Orleans Road – Attorney Jon Idman and John DeSousa, Sea-Coast Consulting represented the applicants Norman & Emily St. Pierre who are proposing to convert an existing gas station with auto sales and repair services to a gas station and a convenience store. Don & Norman St. Pierre were also present.

- Attorney Idman presented a Site Plan outlining vehicular and pedestrian traffic provisions. Currently the site lacks pedestrian safety features. Sidewalks, crosswalks and traffic markings on the ground are proposed.
- Adequate parking for the proposed use exists on the site.
- The proposed building is approximately 300 sq. ft. smaller than the existing.
- Final design of the signage has not yet been decided.
- Currently there are no provisions for storm water run off. The site is proposed to be regarded and storm water retained on site.
- A new Title V sewage system is proposed.
- Significant landscaping is shown on the plan and green space will be increased.
- Preservation of a large shade tree on the lot is of concern. Mr. DeSousa stated that the tree may not be viable after construction since the roots run under the existing asphalt.
- A dumpster will be on site enclosed by a fence and plantings. The site will be monitored for trash control.

Town of Chatham Planning Board Minutes November 9, 2010



Present: Cory Metters, Chairman; Mark Zibrat, Vice Chairman; John Kaar, Clerk; Tommy Doane, Hank Russian, Bob Dubis and Richard Gulick

Also Present: Director of Community Development, Kevin McDonald; Assistant Planner, Lynn Thatcher; Planning Board Secretary, Michele Clarke as well as the applicants, their representatives and interested Town residents.

WELCOME:

Mr. Metters welcomed the audience and called the meeting to order at 7:11 pm. This is a regular business meeting.

MINUTES:

Mr. Doane **moved** and Mr. Kaar **seconded** to approve the minutes of October 26, 2010 as written. 7-0-0



DISCUSSION ITEM:

ZONING BYLAW REWRITE – Grade Plane & Building Height

Director of Community Development, Kevin McDonald was before the Board for a discussion about Grade Plane & Building Height. At the October 26, 2010 PB meeting Debbie Ecker & John Sweeney came to the Board with a list of items that they feel need improvement in the Zoning Bylaw. These two definitions as well as retaining walls were among their concerns. Mr. McDonald has provided the Board with historical information concerning the present definitions of these terms which were adopted by Town Meeting in 1997. After a lengthy discussion, the Board decided not to pursue working on these topics at this time.

Mr. Russian moved and Mr. Doane seconded to ask staff to contact Ms. Ecker & Mr. Sweeney to invite them to return to the PB to further discuss these topics at their next meeting. 7-0-0.

Mr. Kaar **moved** and Mr. Gulick **seconded** to invite Ms. Ecker & Mr. Sweeney via email to comment further on these topics and the Boards decision to not further discuss them at this at this time. 7-0-0.

Mr. Russian withdrew his motion.

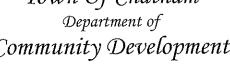
Mr. Gulick **moved** and Mr. Zibrat **seconded** to continue to work on erosion control with regard to development.

ENDORSEMENT OF PLANS:

Champlain Road – The Board approved this one (1) lot subdivision plan on September 28, 2010. The twenty (20) day appeal period has passed.



Town Of Chatham Department of Community Development





261 GEORGE RYDER ROAD

CHATHAM, MA 02633

TELEPHONE (508) 945-5168

FAX (508) 945-5163

MEMORANDUM

DATE:

January 19, 2011

TO:

Planning Board

FROM:

Terry Whalen, Principal Planner

RE:

Proposed Amendments for Chatham's Zoning Bylaw

Following up on the previous discussions with the Planning Board, Debbie Ecker and John Sweeney have submitted five proposed amendments to Chatham's Zoning Bylaw for the Planning Board's consideration.

The proposed amendments (see attached) cover the following topics:

- Measuring Building Height
- Prohibiting Structures within Wetland Areas
- Conservancy District Setbacks
- Deleting the South Chatham Flexible Overlay District
- Soil Removal and Filling

These proposed amendments have been reviewed with Community Development staff. We are recommending that the Board adopt these as Planning Board articles and initiate the process for potential zoning changes by voting to hold a Public Hearing for these draft articles on February 22, 2011. At the outcome of the public hearing process, the Planning Board can forward articles it supports to the Board of Selectmen in March 2011 for placement on the May 2011 Annual Town Meeting Warrant.

If you have any questions on this request please do not hesitate to contact me.

cc:

William G. Hinchey, Town Manager Leonard Sussman, Chair - Board of Selectmen John Sweeney Deborah Ecker Kevin S. McDonald, Director - Community Development Lynn Thatcher, Assistant Planner Paula Liska, Central Permitting Coordinator Kristin Andres Conservation Agent Dr. Robert Duncanson, Director - Health and Environment